

# Clearance for Separation of Employee

U.S. Department of Housing and Urban Development  
Office of the Chief Human Capital Officer

For Headquarters Use Only. See page 2 for Administrative Clearances

## Part I. Request for Clearance (To be completed by Administrative Officer or equivalent)

### Instructions for Administrative Officer or Equivalent:

Initiate this form 5 days prior to an employee's separation. Advise the separating employee on local procedures for the clearance process.

Ensure that the employee signs this form in Part II and that the form is forwarded to the Servicing Human Resources Office before the employee separates.

1. Name of Employee	2. Employee ID	3. Date of Separation (mm/dd/yyyy)
4. Organization	5. Forwarding Address	

6. Type of Separation <input type="checkbox"/> Leaving Federal Service <input type="checkbox"/> Transferring to Another Agency	7. Office Door Keys <input type="checkbox"/> Returned <input type="checkbox"/> None Issued
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8. Relocation Services Agreement <input type="checkbox"/> Completed <input type="checkbox"/> Not Completed <input type="checkbox"/> Not Applicable
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Note: If an agreement is not completed and the employee is not transferring to another agency, funds must be recovered unless the employee has obtained a waiver by the Office of the Chief Human Capital Officer. If funds should be recovered, explain in Part III and indicate the dollar amount to be collected.

9. Leave Record (HUD-260) must be attached to this form. Are there any discrepancies between WEB TA and the NFC database? <input type="checkbox"/> Yes <input type="checkbox"/> No
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Note: For unresolved discrepancies requiring a change to the NFC database, the Leave Correction Memorandum must also be attached.

10. Completed Student Loan Repayment Service Agreement No <input type="checkbox"/> Yes <input type="checkbox"/> if yes date completed _____	Telephone Number	Date (mm/dd/yyyy)
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Signature of Administrative Officer or Equivalent

## Part II. Employee Certification

### Instructions for Employees:

To avoid delays in final salary payments, this form must be completed and returned to your Administrative Officer or equivalent before you separate.

You must clear every item applicable to you and then sign the employee certification below.

If you want your final salary payments sent to an address other than where your salary payments are currently being sent, complete and attach an AD-349, Declaration Sheet, to this form.

Employee Certification: I certify that I have no Government property, computer software/hardware, keys, records or official documents, including classified material issued or furnished by the Department of Housing and Urban Development.

I understand that the depreciated value of Government property charged to me may be withheld from monies due me if the loss or theft of or damage to such property is determined by a Board of Survey and the Reviewing Official to be due to negligence or intent on my part.

As a HUD employee have you received any Student Loan Repayment Benefits? No <input type="checkbox"/> Yes <input type="checkbox"/> , if yes date completed _____ <b>NOTE: If yes, you completed a Service Agreement to remain in the service of the Department for a minimum period of three years under the initial agreement and for 1 year for each calendar year that an additional benefit was issued. If you have not completed the time under your Service Agreement, you are obligated to repay the Department the full amount of any Student Loan benefits that were paid.</b>	Date (mm/dd/yyyy)
Signature of Employee	

## Part III. Uncollected Indebtedness

Instructions for the Clearance Official: If any chargeable item listed in Part I or Part IV was not accounted for or returned, indicate the dollar value of the unaccounted item to be collected from the employee's final salary payments.

Item	Amount \$	Signature of Clearance Official
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Remarks

Item	Amount \$	Signature of Clearance Official
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Remarks

Item	Amount \$	Signature of Clearance Official
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Remarks

Last Name: \_\_\_\_\_

HID # \_\_\_\_\_

Bldg. Location: \_\_\_\_\_

First Name: \_\_\_\_\_

EMP ID: \_\_\_\_\_

Room Number: \_\_\_\_\_

**Part IV Administrative Clearances**

**Instructions for the Clearance Official:** Indicate clearance of chargeable items by signing your name, date, and telephone number in the appropriate blocks. Note in Part III the reasons why any chargeable item was not accounted for or returned and indicate the dollar value of the unaccounted for item to be collected from the employee's final salary payments.

	Item	Purpose	Room	Cleared by (Print)	Date	Telephone Number
1.	<b>Post-employment Guidance and Financial Disclosure Report (OGE-278)</b> <i>OGC- Office of Ethics</i>	Guidance on post-employment rules offered to employees leaving Federal Service. If leaving federal service and have filed a public financial disclosure report (OGE-278), a termination OGE-278 is required.	2130			
2.	<b>Procurement Post Employment Restrictions</b> <i>OGC- Procurement Law Division</i>	Review of the procurement post employment restrictions.	8142			
3.	<b>HUD Learn</b>	Confirm employee has no outstanding financial training obligations, nor continued service agreements related to training.	2166/2250			
4.	<b>Student Loan Repayment Benefit</b> <i>Pay, Benefits &amp; Retirement Division (PBRD)</i>	Confirm employee has no outstanding service agreements related to student loan benefit	2135			
5.	<b>Travel Advance &amp; Travel Charge Card</b> <i>Office of CFO</i>	Relinquish credit card and repay any outstanding balances	3216			
6.	<b>Assistive Technology</b> <i>Office of CIO</i>	Return equipment	7155			
7.	<b>Special Computer Equipment (IPAD, Blackberry, Air-card, Laptop, or Camera)</b> <i>Office of CIO</i>	Return equipment	4156			
8.	<b>Computer Access (User accounts, Passwords, Network Access) IT Security Operations</b> <i>IT, ADP Security Staff</i>	User accounts removed after 'Last Employment Date' in conjunction with NFC Payroll Report	4264			
9.	<b>Investigators Badge (FAIR HSN. ONLY)</b> <i>Return to FHEO ADMIN. OFFICER</i>	Return law enforcement badge	5124			
10.	<b>Telephone Equipment (Cellular Phone, Satellite Phone, Calling Card); OCHCO, Space and Assets Managements Division</b> <i>OCHCO, Space Management Division</i>	Returning equipment	5162			
11.	<b>Employee Exit Survey</b> <a href="#">click here</a> to complete form	Offer feedback on separation.	<a href="#">Complete on line</a>			

Last Name: \_\_\_\_\_

HID # \_\_\_\_\_

Bldg. Location: \_\_\_\_\_

First Name: \_\_\_\_\_

EMP ID: \_\_\_\_\_

Room Number: \_\_\_\_\_

**Part IV Administrative Clearances**

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12.	<b>COOP Related Items</b> <b>Emergency Team Radios</b> Emergency Prep Branch (ODEM)	Return GETS card To-Go Bags	10164/ 10170			
13.	<b>Occupant Emergency Program</b> <b>(Emergency Radios)</b>	Return Emergency Radios, orange vest, arm bands and hats	B-106			
14.	<b>Parking</b> <i>Physical Security Branch (PSD)</i> <i>(if applicable)</i>	Return Parking Pass	B-106			
15.	<b>Building Pass and Security</b> <b>Termination Statement</b> <i>Physical Security Branch (PSD)</i>	Return Building Pass and terminate any security clearances	B-137 1101			
16.	<b>Library Books and Periodicals</b>	Return loaned books and periodicals	8141			
17a.	<b>Records (Program Office)</b> <b>Program Records Management</b> <b>Liaison Officer within Program</b> <b>Office</b>	Records and file check-out Archives Report	Varies			
17b.	<b>Records (Departmental Records</b> <b>Officer)</b> <i>OCHCO, Records &amp; Directives</i> <i>Branch</i> <b>Must have signature on 17a</b> <b>first</b>	National Archives and Litigation/record holds	B-100			
18.	<b>HUD Fitness Center (if a</b> <b>member)</b>	Terminate dues	B-122			
19.	<b>Personally Charged Property</b> <i>OCHCO, Space Management</i> <i>Division</i> <i>(if applicable)</i>	Return keys	5162			
20.	<b>US Government/Purchase Card</b> <i>OCHCO, Office of Support</i> <i>Services</i>	Return Government purchase card	6210			
21.	<b>Transit Subsidy</b> <i>Office of Budget &amp;</i> <i>Administrative Support</i>	Terminate transit subsidy.	6210			
22.	<b>Litigation Holds</b> <b>(i.e., memo notifying employee</b> <b>that information in electronic</b> <b>and paper form related to a</b> <b>specific court case must be kept</b> <b>due to potential litigation)</b> <i>Associate General Counsel who</i> <i>sent Litigation Hold, or if</i> <i>unknown, Associate General</i> <i>Counsel for Litigation (Nancy</i> <i>Christopher)</i>	Ensure electronic and paper data/information subject to a litigation hold is preserved.	Various			